

## **Banking of Eliminated Excess**

**There are two options available for banking eliminated excess or excess that is identified in the TYSP for elimination. Option 1 is to bank specific facilities (eliminated or budgeted to be eliminated) against specific planned new construction projects at a site. Option 2 is to bank the total area of all eliminated excess facilities for non-specific new facilities at a site.**

**Option 1 may be preferable at sites with multi-programs so that excess eliminated by one program is used to offset another programs' new construction projects.**

**Option 2 may be preferable at single program sites or sites that may be used as a waiver donor site since they have little new construction to be offset. A site may also begin the process under Option 2 with a single pool of banked area and later move to Option 1 or vice-versa.**

**Below are sample OMBE notification memorandum formats for the two basic banking options:**

**Option 1**

MEMORANDUM FOR: JAMES A. RISPOLI, DIRECTOR, OFFICE OF  
ENGINEERING AND CONSTRUCTION MANAGEMENT

FROM: \_\_\_\_\_  
(DOE) SITE (or FIELD) OFFICE MANAGER

THROUGH: LPSO F&I OFFICE (as applicable)

SUBJECT: BANKING REQUEST FOR EXCESS FACILITIES  
ELIMINATION

This memorandum identifies excess facilities eliminated and planned for elimination at (site name) \_\_\_\_\_ to offset construction under project number (number) \_\_\_\_\_. The area of the excess facilities listed is to be banked against the project. All excess identified as planned for elimination will be budgeted for and/or eliminated by the occupancy year of the new facility.

<u>FIMS ID</u>	<u>Area</u>	<u>Eliminated Year</u>	<u>Budgeted Elimination Year</u>
XXXXXXXX	XXX	20XX	
XXXXXXXX	XXX	20XX	
XXXXXXXX	XXX		20XX
XXXXXXXX	XXX		20XX
XXXXXXXX	XXX		20XX
XXXXXXXX	XXX	20XX	
XXXXXXXX	XX	20XX	
XXXXXXXX	XXX		20XX

Total Area Increase due to Planned New Construction (Square Feet) \_\_\_\_\_

Total Area Reduction due to Planed or Actual Elimination (Square Feet) \_\_\_\_\_

**Option 2**

MEMORANDUM FOR: JAMES RISPOLI, DIRECTOR, OFFICE OF ENGINEERING  
AND CONSTRUCTION MANAGEMENT

FROM: \_\_\_\_\_  
(*DOE*) SITE (*or FIELD*) OFFICE MANAGER

THROUGH: LPSO F&I OFFICE (as applicable)

SUBJECT: BANKING FOR EXCESS FACILITIES ELIMINATION

The excess facilities eliminated at (site name) \_\_\_\_\_ beginning in FY 2002 are to  
be pooled to offset future new facility construction projects (or are pooled for specific  
known projects).